

LETTER TO HOUSEHOLDS: NOTIFICATION OF SELECTION FOR VERIFICATION OF ELIGIBILITY

Student's Name: _____ School: _____ Date: _____

IMPORTANT: YOU MUST ANSWER THIS LETTER

Dear _____:

If you do not reply to this letter, your child will not continue to receive free or reduced price meals. This letter requires that you send information or contact _____ (official's name) by _____ (date).

Your child's Meal Benefit Form requesting free or reduced price meals has been selected as part of a review to make sure only eligible students receive free or reduced price meal benefits.

You must send **either** (1) papers that show that you get food stamps or TANF for your child **or** (2) the name and social security number of each adult household member on the enclosed sheet **and** papers that show your household's current income.

We have enclosed information that shows the kinds of papers that you may use to prove that you now get food stamps or TANF for your child or to show your household's income. If possible, do not send original papers. If you do send original papers, they will be sent back to you only if you ask.

If you do not send information that proves your child is eligible to receive free or reduced price meal benefits by (the date above), these meal benefits will be stopped.

If you have any questions or if you need any help, please call _____ (name) at _____ (phone number). If you do not hear from us by _____ (date), free or reduced price meals will continue without change.

Thank you for cooperating in this matter.

Sincerely,

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.